



MANDEL TRAINING CENTRE

*"Partnering you towards competitive performance"*



## **Time Management**

### Who Attends

This course is designed for managers, supervisors, secretaries as well as clerks. People are being equipped with necessary skills to organize their work space, set goals and develop strategies to achieve those goals. Prioritization is a major challenge at work resulting in most people digressing from their key result areas.

### Course objectives

- ✓ Be able to define time and time management
- ✓ Identify and deal with time wasting habits and activities.
- ✓ Distinguish between urgent and important issues.
- ✓ Be able to manage time more efficiently.

## **Day 1**

### Definition of key terms used

- Time
- Time management
- Personal effectiveness

Analysing quotations from famous scholars relating to the value of time.

- Looking at the relevance of the famous quotes to the current business set up.
- Dig deep into the quotes and deduce the author's intended meaning.

The concept of time as a commodity

The three basic principles of time management

The five expectations of a person who is effective.

### Managing time and productivity

- Productivity defined.
- Difference between a productive and busy person.
- Analysis of Covey's four quadrant theory.

The Pareto 80/20 rule and its implications to time management.

Overwork

- Definition of overwork.
- Why people overwork themselves

Prioritization

- What is it?
- Factors to consider when prioritizing work.

Indecision and Procrastination

- Definition of key terms.
- How the two elements impact on effective time planning.

Day 2

Crisis management

- What is a crisis?
- Causes of a crisis.
- Different approaches to managing a crisis .i.e. the reactive and pro active.
- Anticipation and prevention as means of managing a crisis.

Planning

- What is planning
- What is a plan
- Steps to follow when planning your work.

Dealing with time wasting habits

- Time wasting habits defined.
- How to handle them so that productive time is not lost.
- What are monkeys in time management.
- How to deal with these monkeys.

Tips on managing time

- Delegation defined
- Reasons why we delegate
- Barriers to delegation
- How to delegate properly
- Proper telephone management
- Dealing with interruptions at work.
- Recap of course content

## **Investment**

An investment of \$75 per person per day shall be paid if training is to be done at Mandel. If training is done at the client's venue of choice, an investment of \$55 excluding lunch and 3 teas shall be paid.

- End